

**OSCAR GRADY PUBLIC LIBRARY
SAUKVILLE, WISCONSIN
PART-TIME LIBRARY ASSISTANT I**

The Oscar Grady Public Library is located in Saukville, Wisconsin, approximately 30 minutes north of the city of Milwaukee. The library is a member of the Eastern Shores Library System and participates in EasiCat, a shared automated system, which consists of 14 libraries in Ozaukee and Sheboygan counties. The Oscar Grady Public Library has a high benchmark for friendly customer service and a creative and open-minded attitude toward collection development, technology, programming and expanding library services for all ages.

The Library is in need of a positive, innovative individual with a strong work ethic and love for books to serve as a part-time Library Assistant I. Job duties include circulation procedures, such as checking in/out materials, registering patrons for new library cards, interlibrary loan tasks, assisting patrons in reference, directional and reader's advisory questions and assisting patrons with internet or other programs and subscription databases on the public access computers. The position is approximately 8-10 hours per week, including every third Saturday as part of a rotation. Some coursework or experience in the library field is a plus but is not required.

For full consideration, please submit: a cover letter, resume, completed application from the Village of Saukville website, and three professional references to the library director, Jen Gerber, at jgerber@esls.lib.wi.us.

An application and complete job description may be obtained from the Village of Saukville web site, www.village.saukville.wi.us.